

# **Job Announcement Judicial Assistant Vacancy U.S. District Court for the District of Puerto Rico**

Announcement #04/03  
Grade: JSP-7 \$29,821 to JSP-11 \$44,136) +11.5% COLA  
(Depending upon qualifications and experience)

Opening Date: October 5, 2004  
Closing Date: October 23, 2004

## Position Overview:

The Judicial Assistant performs a wide variety of administrative duties for the Magistrate Judge and the Court in managing the work flow within chambers. In this capacity, the Judicial Assistant's duties include the following in addition to other related duties:

## Duties include:

- Receives, screens, and refers telephone calls and personal visitors.
- Responds to routine inquiries and provides assistance to the public based upon knowledge of the magistrate judge's activities and program operations maintaining the confidentiality of sensitive matters.
- Manages work flow in the magistrate judge's chambers, prioritizing, distributing and filing case-related information.
- Maintains magistrate judge's calendar, scheduling, changing, or cancelling appointments as directed.
- Develops and maintains procedures for ensuring the timely review and disposition of information and action items. Provides guidance to other administrative support staff in the performance of their duties.
- Develops and maintains office's information storage, including on-line and hard-copy information. Develops standardized system involving record keeping, filing, forms control, updating files and recycling materials as necessary to assure efficiency of operations. Revises systems and procedures to meet changing needs.
- Maintains stock of office supplies. Reorders supplies when needed, as authorized.
- Prepares judge's correspondence, coordinates and prepares appropriate supporting materials for speaking engagements and responds to speaking requests. Edits materials for accuracy, composition, format, grammar, and spelling for magistrate judge's signature. Prepares routine reports as directed or requested from court support offices. Obtains information from files and other readily available judicial resources (e.g., J-Net, Westlaw, other web sites).
- Arranges for magistrate judge's travel upon request; prepares travel vouchers for approval by magistrate judge; ensures timely processing of travel vouchers and receipt

- of reimbursements through court support offices.
- Serves as liaison and provides support functions to a variety of court personnel including judges and chambers' staff, other federal agencies, and public.
- Makes docket entries of minutes, orders, reports and recommendations and opinion and orders in CM/ECF.

## REQUIREMENTS

- Must be fully bilingual (English & Spanish).
- Ability to take dictation.
- Computer literate with a thorough understanding of WordPerfect 9, Windows, Lotus cc:mail.
- Familiarity with internet research and West law desired.
- Excellent typing skills.
- Thorough knowledge of legal terminology with excellent grammar skills.
- Superior communication (oral/written), detail and organizational skills.

## Required Qualifications:

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:** To qualify, a person must be a high school graduate or equivalent. Preferably, the candidate should possess a degree in Office Systems Administration (Secretarial Sciences). At least five years of experience as an administrative assistant/secretary of which at least four years must be in legal or Judiciary area involving progressively responsible experience which involved responsibility as the principal assistant to a professional who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

**Educational Substitutions:** Education above the high school level may be substituted for required general experience. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year equaling one year of experience.

## BENEFITS:

- Coverage under a federal pension plan
- Employer-matching Thrift Savings Plan (similar to a 401K)
- Optional enrollment in:
  - ☐ Health Insurance Program with a government contribution
  - ☐ Life Insurance Program with a government contribution
  - ☐ Flexible Spending Account Program for Premium Payment Plan, Health Care Expenses, Dependent Care Expenses (pre-tax employee premiums)
  - ☐ Long-term Disability Insurance
  - ☐ Long-term Care Insurance for employees and eligible family members.

## How to Apply:

Please send a cover letter and AO 78, Application for Judicial Branch Federal Employment to:

Personnel Specialist  
US District Court for PR  
Room 150 Federal Bldg.  
150 Carlos Chardon Avenue  
San Juan PR 00918-1767

The successful candidate for this position is subject to a National Crime Information Center (NCIC) background records check, must be a United States Citizen or eligible to work for the United States. The selected candidate will serve a six-months probationary period.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay. The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Travel and relocation expenses are not reimbursable.

USDC employees are not covered under civil service appointment restrictions. All positions in the U.S. District Court are excepted appointments and are "at-will." The USDC is an Equal Opportunity Employer with full federal government benefits.